King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.02.003, **Booking of Foreign Nationals**	Approved By:	Director Allen Nance
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Policy
It is the policy of the department that if an inmate requests consular notification or DAJD becomes aware, without making an inquiry, that an inmate is a Foreign National, staff shall follow the procedures listed in section C below.

Purpose
To establish the policy and procedure for consular notification by DAJD staff.

References
Federal: Vienna Convention on Consular Relations, Article 36
United States Department of State: Consular Notification and Access Manual
King County Code: 2.15
Department form: Consular Notification Form (F-620)

Definitions
Foreign National: Any person who is not a citizen or permanent resident alien of the United States.

A. General Guidelines:
1. If Department staff become aware, without making an inquiry, that an inmate is a foreign national, or an inmate requests consular notification DAJD staff shall follow the procedures listed in section C below.

B. General Information:
1. Information on consular notification can be found at Travel.State.Gov website.

C. Procedure:
Consistent with Article 36 of the Vienna Convention on Consular Relations:
1. Any person in custody or detention shall be informed through the person's attorney of the right to communicate with the consular post of a country of which the person is a national, if other than the United States.

2. The inmate should be informed (through their attorney) that their consular officers have the right to visit, converse or correspond with the person, if the inmate wishes communication.
3. If an inmate seeks consular notification or DAJD becomes aware, without making an inquiry, that an inmate is a Foreign National, the booking officer shall:
   a. Determine the inmate's nationality and language spoken.
   b. Utilize the United States Department of State: Consular Notification and Access Manual (Travel.State.Gov) to determine the following:
   c. Whether notification is mandatory or non-mandatory.
   d. If contact is non-mandatory:
      1) Locate the Consular Notification Statement translated into the appropriate language.
      2) Ask the inmate to indicate whether he or she wishes to have the consulate contacted.
      3) If desired by the inmate, complete the contact.
      4) If the inmate refuses to mark or sign the Consular Notification Form (F-620) the Officer shall sign the form indicating 'refusal'
      5) Email or fax the form to the appropriate consulate, confirm the transmission was complete and print a copy of the receipt.
      6) Date/time stamp and file the original Consular Notification Form in the inmate's packet.
   e. If the contact is mandatory:
      1) Locate the Consular Notification Statement translated into the appropriate language
      2) Complete the Consular Notification Form.
      3) If the inmate refuses to mark or sign the Consular Notification Form the Officer shall sign the form indicating a 'refusal.'
      4) Email or fax the form to the appropriate consulate, confirm the transmission was complete and print a copy of the receipt.
      5) Date/time stamp and file the original Consular Notification form in the inmate's booking packet.
4. Identification as a foreign national shall be voluntary and based on informed consent by the inmate.